



12451

From: Commanding Officer, CG Integrated Support Command Honolulu
To: Mr. Charlie Baird

Subj: CIVILIAN OF THE QUARTER

1. I am pleased to recognize you as ISC Honolulu's Civilian of the Quarter for fiscal year 2000's first quarter. During this time, you displayed superb leadership, professionalism, and customer support. As the Transition and Relocation Programs Manager and, in several, notable volunteer efforts, you exemplified ISC Honolulu's mission and goal of Premier Pacific Support.
2. As the Transition and Relocation Programs Manager, you assisted all members of Team Coast Guard throughout the D14 AOR transferring in, transferring out, separating, or retiring. You updated the training equipment, computer software and hardware, and Internet connections in the Work-Life Client Center, which already sets the Coast Guard standard for convenience and quality of resources. You led the annual PCS Focus Group, a team dedicated to updating and presenting information concerning what members and families need to consider before, during, and just after reporting aboard for their overseas tour of duty in the D14 AOR. Once again, you deftly coordinated the efforts of a diverse group and produced a relocation handbook which is relied upon by our members and families, the DoD services in Hawai'i, and is the envy of other Coast Guard AORs. You also planned and ran a very successful two-day pre-retirement seminar; and you were praised for your assistance with the Joint Employment Management System's Job Fair at Pearl Harbor which broke its own records for numbers of employers present and people assisted. In addition, you served as the Work-Life Center Building Manager, and you served as the Automated Data Processing Manager for the Work-Life Staff and helped many others with software applications and hardware assistance. In this last quarter of the millennium, you also worked tirelessly to bring the true facts of Y2K to concerned Coast Guard families, so they were prepared. Lastly, with the Work-Life YN1 billet vacant for six months, you served as Newsletter Editor of *The Blue Horizon*. You designed layouts, compiled articles and news items, selected appropriate artwork, and kept production on schedule. Your work kept the readership informed and inspired.
3. As the Civilian of the Quarter, you will receive a \$200 On-the-Spot Cash Award, your name will be added to the perpetual Civilian of the Quarter Plaque in ISC Honolulu's Administrative Building, and you will receive four hours administrative leave. Congratulations, Charlie, on a job very well done!

C. M. KELLY